



Office Of Fire and Aviation Director's Policy on EEO and Prevention of Harassment



Equal Employment Opportunity (EEO) is an important element in the management of our work force and must be integral in the decision making process of every manager and supervisor. In addition, all personnel must support this effort through conduct and sensitivity to the rights of coworkers and others with whom they interact on the job. Individual potential can be fully realized only when all our employees receive equal opportunity and fair treatment.

I am personally committed to and will promote EEO through a continuing affirmative employment program in recruitment, employment, development, advancement, supervision, and treatment of employees and applicants. Managers and supervisors should select, promote, and train employees solely on the basis of their experience, knowledge, skills, and abilities; reward employees only for their job performance; and discipline employees based on their conduct.

I am dedicated to having a work place where everyone is treated with dignity and respect, and one that is free from illegal discrimination and harassment based on race, color, religion, sex, sexual orientation, national origin, age, and mental or physical disability.

Employees who make claims of discrimination and harassment or provide information related to such claims will be protected against retaliation. The confidentiality of individuals bringing harassment claims will be protected to the extent possible. OF&A will provide prompt, thorough and impartial investigation of allegations of discrimination or harassment. We will take immediate and appropriate corrective action when it is determined harassment has occurred.

Equal Employment Opportunity is included as a performance standard in the performance appraisals of managers and supervisors, who will be held accountable through the Employee Performance Appraisal Plan (EPAP) process. Your continuing awareness and dedication is vital to insuring that all Office of Fire and Aviation employees work to their full potential in an atmosphere of cooperation not conflict.

Discrimination or harassment in the work place will not be tolerated. Managers and supervisors must be alert to issues which might result in allegations of discrimination or harassment. I urge both employees and managers to work together to resolve conflicts at the earliest stages.

Any employee who engages in harassment faces consequences ranging from verbal warnings and letters of reprimand, up to termination from employment, depending on the seriousness of the misconduct. Managers and supervisors who do not take action when they know or suspect that harassment is occurring also face discipline. Contractor staff may be subject to comparable penalties from their employers, and a contractor who fails to enforce this policy may have its contract terminated. Visitors who harass may be removed from any workplace and prevented from returning.

Any person, who believes they have been the subject of harassment, should report this to anyone in their chain of command, the OF&A manager, the EEO Manager, an EEO Counselor, or a Human Resources Advisor if one is available on an incident. You may also contact the Sexual Harassment Hotline by email at sexual_harassment_hotline@ios.doi.gov.

/s/Timothy M. Murphy
Director, Office of Fire & Aviation

June 12, 2006
Date